Add Courses to My Planner

Navigation

1. Log-on to my.fsu.edu with your FSUID and password. On your Student portal page, under the myFSU Links area, click the SC icon.

2. Click the link for Plan under Academics area or select Academic Planner from the drop-down box and click the icon.

On your My Planner page, you have two options to search for and add courses to your Planner. You may either Browse the Course Catalog to search for all classes offered at FSU or you may use the Plan By My Requirements button to add courses from your Academic Requirements Report.
Add Courses to Planner from the Course Catalog

1. On the My Planner page, click the Browse Course Catalog button.
2. You will search for a course by the Subject Area. Select the first letter of the Subject Area for the course you are looking for.

3. Scroll through the list of Subject Areas that begin with the letter you selected. Click the green arrow icon beside the subject you are searching for to expand the selection and view the Course Numbers offered within that Subject Area.

4. From the expanded course list, you will be able to view the Course Number, Course Title and the terms a course is Typically Offered.

NOTE: The terms listed under Typically Offered are intended to serve as a general guide. Course offerings for a specific term are subject to change depending upon enrollment demand and other factors.
5. Click the box within the **Select** column for the course(s) you want to add to your Planner. Then select the **Add To Planner** button above.

<table>
<thead>
<tr>
<th>Select</th>
<th>Course Nbr</th>
<th>Course Title</th>
<th>Typically Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1105</td>
<td>College Algebra</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td></td>
<td>1114</td>
<td>Analytic Trigonometry</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td></td>
<td>1140</td>
<td>Precalculus Algebra</td>
<td>Fall, Spring, Summer</td>
</tr>
</tbody>
</table>

Click the **Course Nbr** or **Course Title** to view **Course Details**, such as **Units**, required **Prerequisites**, and the **Course Description**.

Select subject code to display or hide course information.
6. A confirmation note will appear letting you know that the course(s) you selected has been added to your Planner.

![MAC 1140 has been added to your Planner.]

Add Courses to Planner from the Academic Requirements Report

1. On the My Planner page, click the Plan By My Requirements button.

![My Planner with Plan By My Requirements highlighted]

2. Your Academic Requirements Report will open on the next screen. On the report, scroll down to the Requirement that you are planning for. Beneath the area that states The following courses may be used to satisfy this requirement, click the Description for the course you want to add to Planner.

**IMPORTANT NOTE:** Not all areas of the Academic Requirements Report may allow you to view the courses that count for a given requirement. If you do not see the statement The following courses may be used to satisfy this requirement followed by the list of courses that may be taken to meet that requirement, then you will not be able to use the Academic Requirements Report to add those courses to your Planner. If you know the courses that will count for the requirement, follow the instructions in the previous section for adding a course by the Browse Course Catalog option.
3. The Course Detail page will let you review information on the course, including Units, the terms the course is Typically Offered, Prerequisites, and a Course Description. Click the Add to Planner button in the top right.
4. A confirmation note will appear letting you know that the course you selected has been added to your Planner.